

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

————— MEETING SUMMARY —————

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95202*

Wednesday, October 4, 2000 – 7:00 a.m.

(approved November 6, 2000)

1. Meeting was called to order by Vice -Chair Fujii at 7:02 a.m. All Commission Members were in attendance except Commissioners Adubofour (arrived at 7:21 a.m.), Mitchell (excused), Vera (excused), and Grande.
2. Approval of Meeting Summaries for September 13, 2000 and September 20, 2000.

Motion: Approve meeting summaries from September 13,2000 and September 20,2000(unk/unk - Motion passed - 5 - 0)
3. Public Hearing - Approval of 1999 - 2000 Annual Report.

Motion: Approve 1999 - 2000 Annual Report (Gutierrez/Snider - Motion passed - 5 - 0)
4. Amend contract for Harder + Co.

Paul Harder requested a time and budget modification of the current contract to cover the additional costs involved in the first round of RFP funding, in the amount of \$13,500.00

Motion: Accept request for amended contract (Snider/Gutierrez - Motion passed - 5 - 0)
5. Marketing Committee Update

Vice Chair Fujii reported on development of the new letterhead and the web test site.
6. Planning Committee report and Recommendations

Vice-Chair Fujii reported on the Committee's discussion regarding Capital Projects. It was pointed out that a usual contract provision is that equipment valued over \$300.00 becomes County property, requiring return to the County at completion or termination of contract.

Draft Proposals for mini-grants were discussed by the Committee, with Staff currently working on the application forms.

Vice- Chair Fujii announced that at the conclusion of their meeting, the Committee, having completed it's work, disbanded.

Commissioner Gutierrez expressed his belief that planning is an integral and ongoing function of the Commission. He recommended that a Standing Planning Committee be established, and that the matter be placed on the agenda of a future meeting.

Allocation recommendations for Rounds I and II in the total amount of \$10,000.00 were discussed.

Motion: Accept budget allocation plan for the RFP's (Flenoy-Kelley/Gutierrez - Motion passed - 6 -0)

7. RFP discussion and decision - Harder + Co.

The Commission reviewed in detail the draft of the RFP and suggested several additions and deletions.

Corrections to the timelines regarding Applicants' conference dates and training workshop times were made.

Under the section Letters Of Intent (LOI), Commissioner Gutierrez recommended that the word "shall" replace the word "may" in the sentence "Commission Members may observe the review process".

Under the section CONTRACT REQUIREMENTS, subcategory E.MONITORING AND AUDIT, it was suggested that an annual documentation of results or achievements be inserted as a requirement. It was further put forth that this section should include a detailed description of what the audit will consist and exactly what will be looked at.

Motion: Include in the RFP Section E: MONITORING AND AUDIT that the Commission approve further stipulation what the fiscal and operational requirements will be. (Gutierrez - No second - motion failed for lack of a second).

It was recommended that the word "staff" be deleted from the sentence, "No proposals will be considered without having a Letter Of Intent, approved by the Commission Staff."

Motion: Delete the word "staff" from the sentence "No proposals will be considered without having a Letter Of Intent, approved by Commission Staff". (Snider/unk - Motion passes - 7 -0)

It was recommended that it be a responsibility of the Commission rather than Commission Staff to require and approve collaboration opportunities among organizations.

Motion: Include in the LOI's a statement that requires the Commission to approve collaborative opportunities among applicants (Adubofour/Gutierrez - Commissioners Gutierrez, Flenoy-Kelley, Snider, Grande and Adubofour voted YES, Commissioners Fujii and Smith voted NO - Motion passed - 5 -2)

Additional discussion ensued questioning the need to include in the RFP, statements regarding the Commissioners observing of the review process and receiving copies of all the LOI's.

Motion: Leave out of the RFP the sentences "Commission Members may observe the review process", and "All Commission Members will receive copies of all of the LOIs". (Adubofour/no second - Motion failed for lack of second)

Motion: Approve the Request For Proposals as amended and subject to any technical clarifications (Smith/Snider - Motion passed 7 - 0)

8. Budget Allocation decisions - Harder + Co.

This matter was discussed and accepted under agenda item #6 above.

9. Program Coordinators (PC) Report

- RFP's will be mailed out to over 350 people the week of Oct.10.
- Applicants Workshops are scheduled for Oct.21 and 23,2000.
- Distributed News Release re RFP.
- Distributed draft of Mini-Grant.
- Distributed copies of indicators ranking sheets for completion prior to meeting on Oct.9.
- Distributed new PC business cards.
- Noted that the Amended By-Laws were approved by the Board of Supervisors (BOS).
- Announced there will be a BOS briefing on progress of Prop.10 in November.
- Distributed S.J. Co. Status of Child Care and Development Services binders prepared by the Local Child Care Planning Council. Commissioners were asked to note especially the Recommendations on page 80.
- The PC will be attending the Prop.10 Executive Directors and Statewide Conference in mid-October.
- On Dec 1, the PC will be attending a conference on Lessons Learned hosted by San Mateo Co. on their birth to 3 programs.
- Assembly Bill 212, (Aroner), passed, providing among other things, compensation for Child Care Workers.
- The PC acknowledged her predecessor Rod Kawano and current staff Bob Driscoll, both of whom have made her job much easier.
- Work is progressing on the Contractor's Manual as well as on the Contracts themselves.
- Work is being done with regard to links on the Commission Website and bios are being forwarded.
- In conclusion, the PC reviewed the upcoming meeting schedule. In the course of discussion, it became apparent that the schedule of regular monthly meetings needs to be revised. It was recommended, and agreed, to re-agendize the issue for the next Commission Meeting.

10. Public Comments

Bobbie Bivens - Asked for consistency Round 1 and uniformity in contracts. Asked about the consequences to an applicant denied in Round 1, was informed that technical assistance would be available and that an applicant denied in Round1 could re-apply in Round3.

Tim Livermore - Suggested that terms in the RFP such as "manage", "monitor", "evaluate", "program evaluation", "fiscal evaluation" be clearly defined. Also he suggested that special efforts be made in establishing baseline indicators. Lastly, he pointed out that specifying indicators and

data collection tools could be costly for the applicant and the Commission should consider this in funding decisions.

Shanda Wallace - Expressed concern that the two hours proposed for the Training Workshops may be insufficient because of the variations in levels of sophistication of the applicants.

11. Comments from Commission Members

Commissioners Flenoy-Kelley expressed appreciation to Rod Kawano for his work in taking the Commission through it's initial stages, and suggested that a letter of thanks from the Commission to Mr. Kawano would be in order.

Commissioner Flenoy-Kelley also expressed the desire that staff, when augmented, reflect the diversity of the community.

Lastly, Commissioner Flenoy-Kelley invited Commissioners to attend a J.C. Penny's award program at the Stockton Civic Auditorium North Hall on Oct.13, 2000 honoring Latasha Douglas, a senior at Lincoln High School, for her involvement in anti-smoking efforts.

Commissioner Gutierrez asked Counsel to explain who is the last point of appeal to grieve an action of the Commission. Assistant County Council Michael McGrew outlined the non-formal process from staff through the Commission to the Board of Supervisors. He stated there is no formal process.

Commissioner Adubofour asked Mr. McGrew re Conflicts-of-Interest. Mr. McGrew described the elements related to conflicts-of interest, especially as they pertain to financial interest.

Commissioner Flenoy-Kelley suggested that all Commissioners reveal their affiliations up front, and that there be a subsequent session to review conflict-of-interest issues.

12. At 9:17 a.m.the Commission lost it's quorum. The Chair subsequently adjourned the meeting to Monday, October 9,2000,5:30 p.m. at Children's Mental Health (511 E. Magnolia St., 1st floor, room 119)